

**POLSON RURAL FIRE DISTRICT  
BOARD MEETING MINUTES**

**Big Arm Station Number 2**

**April 10, 2019**

**6:00 p.m.**

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

**Board trustees present:** Fred Nelson, John Doty, Dick Wunderlich, R. Jack Clapp, Ron Roberts.

**Board trustee absent:** None

**Staff:** Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

**Guests/Visitors:** John Bras, Larry Newell, Jeff Veach, Lee Engbretson, Sonja Engbretson, Leanna Fillman, Lee Manicke, Alison Meslin, Ross Hoyt, Darline Hoyt.

**Call to Order** {00:07} – Chair Nelson called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

**Minutes March 20, 2019 Regular Monthly Meeting** {00:34} – **Trustee Wunderlich motion to approve March 20, 2019 minutes. Trustee Clapp second.** Public comment: None. **Motion passed unanimously by voice vote.**

**Communications** {01:59} – Lake County Election Office provided a communication advising no write in candidates filed for the trustee position John Q. Doty is elected by acclamation. Those in attendance offered an applause.

**Review and Approve Claims** {02:35} – Trustee Wunderlich noticed the March claims were minimal. **Trustee Wunderlich motion to pay the claims. Trustee Roberts second.** Public comment: None. Chair Nelson commented the March meeting was held a week later, therefore in some instances the invoices reflect a non-payment for the month. Bonnie referred to the First BankCard Visa bill reflects a \$35.00 late fee and \$7.30 finance charge. The due date is the 25<sup>th</sup> of the month and the payment was posted March 26<sup>th</sup>. Following a telephone communication with Visa the charges will be reversed and appear on the April statement. Chair Nelson suggested invoices which apply late charges, the checks processed prior to the meeting and approved at the regular monthly meeting. **Motion passed unanimously by voice vote.**

**TREASURY REPORT FOR MONTH ENDING MARCH 31, 2019 {05:55} –**

Lake County Treasurer reports month ending March 31, 2019 are current and balanced.

FUND # 7245 Operating Fund .....	\$ 35,491.39
FUND # 7244 Voted Levy (5 mills with sunset) .....	\$ 50,588.61
FUND # 7246 Capital Improvement Fund .....	\$ 208,949.19
FUND # 7243 Voted Levy Operating Fund .....	\$ .00

Fund 7243 Lake County Trial Balance outstanding:

2011 real property tax .... \$21.19

2012 real property tax .... \$20.87

Interim checks processed in accordance with February 13<sup>th</sup> meeting for freightliner #310 upgrade

Check #7121 Heiman Fire, Inc. payment #1 25% down payment	\$19,934.25
Check #7122 G-3, LLC payment #1 25% down payment	<u>\$ 7,024.75</u>
	\$26,959.00

Check numbers 7123 - 7136, both inclusive \$ 2,380.34

Represents March, 2019 claims

Approved April 10, 2019

Public Safety:

Fire Chief payroll March 1, 15 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 233.85
Quick books processing fee	<u>\$ 3.50</u>
Total March, 2019 payroll	\$3,160.43

A1-101 deposit - In transit

Check #21190 East Haven Baptist Church \$150.00  
Jan, Feb, March utilities

Housekeeping -

Good Shepherd Lutheran Church donation \$804.72

Question allocate to budget for freightliner #310

It would simplify accounting to utilize the donation in Fund #7245 operating as a portion for the 25% down payment for the upgrades currently at Heiman Fire in Sioux Falls, SD.

Trustee Wunderlich suggested leaving the church donation in the operating fund for the freightliner upgrade and track the expenditure in accordance with the budget. **Trustee Clapp motion to approve treasury report. Trustee Wunderlich second. Motion passed unanimously by voice vote.** Board comments: None. Public comment: None. Chair Nelson thanked Bonnie for the report.

**CHIEF'S REPORT** {12:22;} – Chief Gieser reported 3 calls for the 30 day operational period.

Responses: 1). Vehicle rollover Kerr Dam Road; 2). Vehicle vs deer Rocky Point and Baypoint Road; 3). Law enforcement assist North Reservoir Road & Back Road.

Administration:

Participate in St Joseph Hospital drill with City Fire Chief Cottle

Attend flood preplan meeting

Hydrant location check on Clearview Drive

Mail WT-310 contracts

Repair & Maintenance:

Service call to Jette Lake for no start condition on E-318

E-318 test and bypass resistance connection to secondary starter solenoid, air conditioning repair and test

E-313 replace leaking pump fuel shutoff

WT-311 mount air brake tank & continue removing components from frame

Chair Nelson requested a Station 4 update. Chief Gieser communicated with Cole Blackwell noting due to wet ground conditions, the building material is rescheduled to arrive the end of April. Knife River is proceeding with site preparation in accordance with Lake County. Trustee Wunderlich questioned the surface water at the building site. An elevation change will be required. The vehicle list of insured vehicles needs to be updated. Chief Gieser replied the 2004 Ford Expedition is deleted from the list. The other vehicles listed are correct. Trustee Clapp expressed appreciation to

Chief Gieser for fire protection and safe driving program. Public comment: None. Chair Nelson thanked Chief Gieser for the report and update regarding the gas detector response. Chief Gieser introduced Jeff Veach newly elected Membership President.

**MEMBERSHIP REPORT {19:05}** – Jeff Veach, President reported the transition with new officers Jane Clapp, Secretary-Treasurer, and Will Silverman, Vice President. Jeff provided a list of activities- Super One Foods Easter promotion – Lt. Sago; Deputy Chief Clapp Ag Day at Polson Fairgrounds. Chief Gieser and Deputy Chief Clapp completed a wildland refresher course; orchestrating the banquet/picnic; Station 1 install new extractor; and annual Big Arm Hamburger Feed June 22. Chair Nelson congratulated Jeff elected as membership president. The board is looking forward to working with the new slate of officers. Chair Nelson thanked Jeff for the report.

## **Old Business:**

**UPDATE 5-MILL LEVY MAILING {22:15}** – Trustee Roberts reported the postcard is ready for mailing. Alison Meslin designed the postcard and UPS will print the postcard. The request is to extend the current 5-mill levy for seven years to build additional stations in the district and update the apparatus fleet. Chair Nelson plans to utilize the local news media to promote the mill levy. The postcard promotion will be paid by private donations.

**UPDATE STATION 4 LOAN {28:14}** - Bonnie delivered Resolution 2019-01 authorizing the chair and secretary-treasurer to obtain a loan in the amount not to exceed \$100,000 for construction of a fire station. A copy of the building contract with Blackwell Enterprises, Inc. was provided for the bank file. The loan will provide periodic draws during construction, 3.07% fixed interest rate, seven year term with May and November semi-annual payments. Shad Hupka, 1<sup>st</sup> Interstate Bank-Polson VP-Branch Manager will prepare the loan documents for signatures. The project time line estimates loan draws in June. The current State of Montana Intercap Loan Program variable interest rate is 3.15%. Chief Gieser commented the fixed interest rate quote by 1<sup>st</sup> Interstate Bank is great and the district appreciates the financial support to improve fire services.

## **New Business:**

**FY 2019-2020 BUDGET COMMITTEE APPOINTMENTS {30:07}** - Chair Nelson appointed Trustee Wunderlich, Trustee Doty, Chief Gieser, Bonnie Manicke, Alison Meslin, and Jeff Veach representing the Volunteer Fire Association. Chair Nelson asked if all appointments are committed to serve. The meetings are important to establish a time line and submit a budget to Paula Holle, Lake County Clerk & Recorder prior to August 25<sup>th</sup>. The committee will establish a budget to include all funds, specifically Fund #7244 Voted 5-mill Levy, Fund #7245 Operating, and Fund #7246 Capital Improvement. Trustee Roberts volunteered as an alternate for Trustees Wunderlich and Doty, if needed. Trustee Wunderlich commented the committee is limited to two trustees. Trustee Wunderlich will set the meeting calendar.

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**EXCESS PROPERTY RADIO EQUIPMENT {31:40}** - Chief Gieser reported the board approved to dispose excess property. The State Fire Service Training School will accept the radios at no cost, clean the data, and reprogram the radios. **Trustee Doty motion to provide excess radios at no cost to Fire Service Training School. Trustee Roberts second. Public comment: None. Motion passed unanimously by voice vote.**

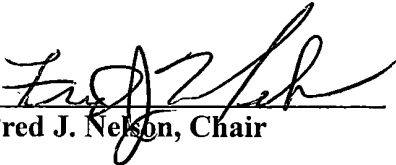
**Public Comments {33:46}** - None

**ADJOURN: {34:06}** – Trustee Wunderlich motion to adjourn. Trustee Clapp second. Motion passed unanimously by voice vote.

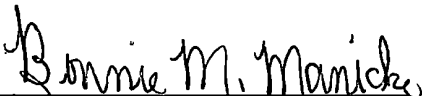
Chair Nelson thanked everyone for attending

**ADJOURN: 6:34 p.m.**

**Next regular scheduled meeting May 8, 2019 6:00 p.m.  
location Fairgrounds Station #1**

  
Fred J. Nelson, Chair

  
Dick Wunderlich, Secretary-Treasurer

  
Bonnie M. Manicke, Recorder

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AGENDA

Polson Rural Fire District Trustees Monthly Meeting

WEDNESDAY APRIL 10, 2019 6:00 p.m.

Station No. 2 Big Arm Station

28565 7<sup>th</sup> Street

Big Arm, MT 59910

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Station 1 Phone 406 883 4244

Website lakemt.gov/prfd

TRUSTEE MEETING INCLUDES

COMMENT BY RAISING YOUR HAND

REVIEW MINUTES MAR 20, 2019 -

BONNIE

COMMUNICATIONS -

BONNIE

REVIEW & APPROVE CLAIMS -

CHIEF GIESER & BONNIE

TREASURER'S REPORT -

BONNIE

CHIEF'S REPORT -

CHIEF GIESER

MEMBERSHIP REPORT -

OLD BUSINESS INCLUDES

COMMENT BY RAISING YOUR HAND

UPDATE ON 5-MILL LEVY MAILING

TRUSTEE ROBERTS

UPDATE STATION 4 LOAN -

BONNIE

NEW BUSINESS INCLUDES

COMMENT BY RAISING YOUR

HAND

BUDGET COMMITTEE APPOINTMENTS FOR FY 2019-2020 -

CHAIR NELSON

EXCESS PROPERTY RADIO EQUIPMENT -

CHIEF GIESER

PUBLIC INPUT ON NON AGENDA ITEMS:

ADJOURN:

\*\*\* ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO ATTEND AND PROVIDE HELPFULL COMMENTS, OTHER ITEMS NEED TO BE SUBMITTED TO THE BOARD TEN DAYS IN ADVANCE OF THE MEETING.

# 569377

Polson Rural Fire District Fund #7245  
March, 2019 Claims Approved April 10, 2019

Mailed April 11, 2019

| Num   | Description               | Memo                                                                                       | Category                                 | Amount    |
|-------|---------------------------|--------------------------------------------------------------------------------------------|------------------------------------------|-----------|
| 7121  | Heiman Fire, Inc          | Pymt #1-25% w/signed contract {Approved 3/20/19}<br>U#310 Tank&Components {Interim check}  | 956 Truck#310 2008 Freightliner          | -19934.25 |
| 7122  | G3 Fire, LLC              | Pymt #1-25% w/signed contract {Approved 3/20/19}<br>U#310 Inst&plumb parts {Interim check} | 956 Truck#310 2008 Freightliner          | -7024.75  |
| 7123  | Century Link              | Acct#411978591 883-4244 Fairgrounds Stn #1 landline                                        | 317 Phone {Landline} - Fairgrounds Stn.  | -63.09    |
| 7124  | City Of Polson            | Utility Billing Acct 7304 FairgroundsStnFillSpout                                          | 316 Water Fill Spout - Fairgrounds Stn.  | -61.34    |
| 7125  | S Davis & Brown CPAs PC   | Inv#3943 3/13/19 run pyrl w/reports                                                        | 345 Payroll Accounting Fire Chief Salary | -12.60    |
|       |                           | Inv#3943 3/27/19 run pyrl w/reports                                                        | 345 Payroll Accounting Fire Chief Salary | -15.75    |
| 7126  | S First Bank Card         | 2/26/19 Stmt Amazon ship chg for light bar                                                 | 201 Operating Supplies                   | -12.99    |
|       |                           | Ref#24692169034100675466555 7 02/26/19                                                     | 201 Operating Supplies                   |           |
|       |                           | Late Chg reverse May, 2019 stmt PhoneConfirm                                               | 7940-101000 Treasurer's Suspense         | -35.00    |
|       |                           | Int chg reverse May, 2019 stmt PhoneConfirm                                                | 7940-101000 Treasurer's Suspense         | -7.30     |
| 7127  | S L.N. Curtis & Sons      | Inv#264448 2-Capt. decal + ship                                                            | 204 Turnouts Structure & Wildland        | -17.96    |
|       |                           | Inv#267912 1-helmet + ship                                                                 | 204 Turnouts Structure & Wildland        | -265.78   |
| 7128  | S Mission Valley Power    | Location #2806820000                                                                       | 302 Electricity - Big Arm Station        | -140.34   |
|       |                           | Location #2876820001;2876820002 {1-security light}                                         | 302 Electricity - Big Arm Station        | -13.07    |
|       |                           | Location #2400744000                                                                       | 315 Electricity - Fairgrounds Station    | -572.46   |
| 7129  | S Mission Valley Security | Invoice #17712 3 months @ \$17.50                                                          | 305 Security - Big Arm Station           | -52.50    |
|       |                           | Invoice #17712 3 months @ \$17.50                                                          | 318 Security - Fairgrounds Station       | -52.50    |
|       |                           | Invoice #17712 3 months @ \$10.95 CellComFee                                               | 305 Security - Big Arm Station           | -32.85    |
| 7130  | Big Sky Fire Equipment    | Customer #00002933 Inv#0389057 Duo-Tox Sensor                                              | 201 Operating Supplies                   | -477.00   |
| 7131  | S Polson Auto Parts, Inc. | Inv#523911 1- spider bungie E-318                                                          | 211 Vehicle Repair & Maint Supplies      | -10.99    |
|       |                           | Inv#239951 HD bungee WT-308                                                                | 211 Vehicle Repair & Maint Supplies      | -29.99    |
|       |                           | Inv#526548 1-2.5 DEF E-333                                                                 | 211 Vehicle Repair & Maint Supplies      | -10.67    |
|       |                           | Inv#526864 O-rings, svc cap E-318                                                          | 211 Vehicle Repair & Maint Supplies      | -4.25     |
|       |                           | Inv#526943 1-refrigerant E-318                                                             | 211 Vehicle Repair & Maint Supplies      | -101.43   |
| 7132  | Republic Services         | Acct #3-0889-0014329 Inv#0889-002350433                                                    | 319 Disposal Service - Fairgrounds Stn.  | -65.32    |
| 7133  | Stine Electronics, LLC    | Inv#23802 4-Min V batteries + ship                                                         | 206 Radios & Pagers, Repair              | -92.00    |
| 7134  | S UPS Store               | Inv#17487 Blackwell Enterprises, Inc. Contract                                             | 220 Office Supplies                      | -4.20     |
|       |                           | Inv#17654 Ship                                                                             | 220 Office Supplies                      | -24.38    |
| 7135  | Valley Journal            | Adv#3633 Replace Ck#7098 issued 2/13/19 Lost                                               | 330 Newspaper legal notice, advertising  | -8.29     |
| 7136  | S WEX Bank                | Truck #301                                                                                 | 210 Gas, Diesel,Oil                      | -74.92    |
|       |                           | Truck #300                                                                                 | 210 Gas, Diesel,Oil                      | -121.37   |
| TOTAL |                           |                                                                                            |                                          | -29339.34 |